

CD50-OWI-001

REVISION D

EFFECTIVE DATE: October 24, 2002

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# ORGANIZATIONAL ISSUANCE

CD50

Responses to Community Requests  
For Center Overview Briefings

APPROVING  
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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CHECK THE MASTER LIST-  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/99	Baselined OWI
Revision	A	7/17/00	Quality Record Identification, Repository and Retention revised.
Revision	B	8/14/01	Update Applicable Documents
Revision	C	8/30/01	Change Quality Record
Revision	D	10/24/02	Delete Applicable Documents, Reference NGP 1441.1, Change Flow diagram from Appendix A to Figure A

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## 1. PURPOSE

This document provides instructions to MSFC employees in CD50 to respond to local community requests for Center Overview Briefings.

## 2. APPLICABILITY

This OWI applies to community requests for Overview presentations received in CD50.

## 3. APPLICABLE DOCUMENTS

None

## 4. DEFINITIONS

a. Community Group: A local community group includes any organization, within a 200-mile radius of the Marshall Space Flight Center, that provides support or services to a community through a viable and functioning program.

b. Marshall Space Flight Center Overview: A chart or video presentation presenting highlights of the Center including organizational structure and economic impact.

## 5. INSTRUCTIONS

### Action by CD50:

5.1 The Government and Community Relations Office in an effort to foster a relationship between the Center and the local community, receives requests from community groups to present an overview of the Center.

5.2 Upon receipt of a request, the Community Relations Specialist will contact the requester and determine the date, time and location for the presentation.

5.3 In an effort to provide the group with an overview of the Center, the Community Relations Specialist will prepare presentation charts, check for accuracy and make adequate copies.

5.4 Once the Community Relations Specialist presents the overview, an invitation for the group to visit the Center will be issued verbally.

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5.5 Upon return to the Center, the Community Relations Specialist will send a formal letter of invitation to the group. If the group rejects the invitation for a tour, the file will be closed with a letter to the group acknowledging their response and extending an invitation for a future date. However, if the group accepts the invitation, the Community Relations Specialist will coordinate with CD03, Protocol, to establish date and components of the tour. The Community Relations Specialist will be responsible for responding to the group establishing a date for the tour.

## 6. NOTES

None

## 7. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 8. APPENDICES, DATA, REPORTS, AND FORMS

None

## 9. RECORDS

Quality Record	Repository	Retention
Letter requesting overview presentation	Maintained by Community Relations Specialist	NPG 1441.1 Schedule 1/37 [1380B.] Destroy when 2 years old

## 10. TOOLS, EQUIPMENT, AND MATERIALS

None

## 11. PERSONNEL TRAINING AND CERTIFICATION

None

## 12. FLOW DIAGRAM

Figure A

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**Figure A**  
**Responses to Community Requests for Center Overview Briefings**  
**Flow Chart**

